
RULES OF CONVOCATION

OF THE

University of Toronto.

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TITLE I.

OF THE CHANCELLOR, VICE-CHANCELLOR, AND PRO-VICE-CHANCELLOR.

§ 1. *It is the office of the Chancellor (or in his absence or incapacity of the Vice-Chancellor, and in his absence or incapacity of the Pro-Vice-Chancellor) to summon Convocations, and (with the concurrence of the majority of the House) to adjourn, prorogue, and dissolve them; to preside over them; to authorize the bringing forward of business; to direct the taking of votes; to confer degrees; to incorporate members of other Universities; to admit those entitled to seats in Convocation, and to carry into execution penalties inflicted upon members of the House.*

§ 2. The Chancellor, before assuming his place in Convocation, shall take the following engagements before the Vice-Chancellor, Pro-Vice-Chancellor, or Senior Proctor, and shall receive from him the insignia of office:—

(1.) “I do sincerely promise that I will be faithful and bear true allegiance to her Majesty Queen Victoria, as lawful Sovereign of the United Kingdom of Great Britain and Ireland, and of this Province dependent on and belonging to the said Kingdom; and that I will defend her to the utmost of my power against all traitorous conspiracies or attempts whatsoever, which shall be made against her person, crown and dignity; and that I will do my utmost endeavour to disclose and make known to her Majesty, her heirs and successors, all treasons and traitorous conspiracies, and attempts, which I shall know to be against her or any of them; and all this I do promise without any equivocation, mental evasion or secret reservation, and renouncing all pardons and dispensations from any person or power whatsoever to the contrary.”

(2.) “Tu dabis fidem, quod ea omnia fideliter exequeris, quæ ad officium Cancellarii spectent.” Answer, “Do.”

(3.) “Tu dabis fidem ad observandum omnia statuta, privilegia, consuetudines ac libertates istius Universitatis.” Answer, “Do.”

§ 3. The Vice-Chancellor, before taking his seat in Convocation, shall take the same engagements (*mutatis mutandis*) before the Chancellor, Pro-Vice-Chancellor or Senior Proctor.

§ 4. The same engagements shall likewise be taken by the Pro-Vice-Chancellor (*mutatis mutandis*), before the Chancellor, Vice-Chancellor or Senior Proctor.

TITLE II.

OF THE PROCTORS.

§ 1. *The Deans of Faculties shall exercise the functions and discharge the duties of Proctors.*

§ 2. *The candidates for matriculation and for degrees in each Faculty shall be presented by the Dean of that Faculty; whilst the other Deans act as Proctors on the occasion.*

§ 3. *On all other occasions the Deans shall act as Proctors, according to the following rotation:*

In Michaelmas Term the Deans of Law and Medicine.

In Hilary Term the Deans of Law and Arts.

In Easter Term the Deans of Medicine and Arts.

§ 4. *The seniority of the Proctors shall be regulated by the precedence of their Faculties.*

§ 5. *The office of Proctors in Convocation is to preserve order and collect the votes on a division, and to perform such other duties as are assigned to them by the Regulations of Convocation.*

§ 6. *The Senior Proctor shall see that the Minutes of Convocation are accurately kept.*

§ 7. *Each Proctor shall see, when necessary, that the results of the proceedings of Convocation are communicated to the parties interested in them, according to the academical rank of the parties.**

§ 8. *The Proctors shall take the first and second of the engagements contained in Title I. § 2, (mutatis mutandis) before the Chancellor or his representative, on the next meeting of Convocation after their election.*

TITLE III.

OF THE SCRUTATORS.

§ 1. *The Scrutators shall be chosen from members of Convocation.*

§ 2. *It shall be their business to assist the Proctors in the discharge of their duties, particularly by taking the votes in Convocation, and by acting for them in their absence.*

§ 3. *Each Proctor shall nominate the Scrutator who shall act for him.*

§ 4. *The Scrutators shall take the same engagements as the Proctors (mutatis mutandis), before the Chancellor or his representative.*

TITLE IV.

OF THE SECRETARY OF CONVOCATION.

§ 1. *The Secretary of Convocation shall, previously to entering on the duties of his office, take the second engagement of Title I. § 2, (mutatis mutandis), before the Senior Proctor.*

§ 2. *His deputy may be any member of Convocation, if approved by the Chancellor or his representative and the Proctors.*

* Statute of Senate. No. 4.

TITLE V.
OF CONVOCATIONS.

§ 1. *Convocations take place regularly on the first and last days of every Term, at 11 o'clock in the forenoon.*

§ 2. *Other Convocations may take place during Term, by prorogation to some other day at any specific hour, or by adjournment to some other hour of the same day, or by special summons of the Chancellor or his representative.*

§ 3. *An open Convocation shall be taken to be one in which all the members of the University have the right to be admitted and shall be admitted to be present, and at which persons not members of Convocation may be admitted by officers or members of the University, according to the usage of King's College, or to any regulations to be framed for the purpose.*

§ 4. *All meetings of Convocation shall be open to members of the Senate.*

§ 5. *The place in which a Convocation is to be held shall be appointed by the Chancellor or his representative.*

§ 6. *A notice specifying the time and place of Convocation, and the particulars of the business to be brought forward, shall be sent, under the direction of the Chancellor or his representative, to each member of Convocation and of the Senate residing within the Province, through the Post Office, two days before in the case of regular Convocations, and four days before in the case of special Convocations; and notice of open Convocations shall be given at such previous time and in such manner as shall appear most expedient to the Chancellor or his representative.*

§ 7. *The presence of seven members shall be necessary for the transaction of any business, excepting prorogation or adjournment, which may be done by a majority of those present.*

§ 8. *All questions in Convocation shall be finally decided by the majority of votes of the members present.*

§ 9. *Upon all questions the votes shall be taken openly, and shall, if required by any two members, be entered on the minutes.*

§ 10. *Until other rules be made, the rules for guiding the proceedings of the Senate shall equally apply, as far as practicable, to all meetings of Convocation, under the direction of the presiding officer.**

RULES FOR THE PROCEEDINGS AT MEETINGS OF THE SENATE,
APPLICABLE TO THE PROCEEDINGS OF CONVOCATION.

1. *That the following shall be the Rules relative to the proceedings of the Senate; which rules shall be observed, unless the whole Senate, or a majority thereof, shall decide, for some sufficient cause, that it is necessary or expedient to dispense with any portion of them.*

* Statute of Senate, No. 12.

6. *No business shall be proceeded with, unless there be a quorum present within twenty minutes after the appointed hour.*

7. *No business shall be introduced at any meeting in addition to that specified in the summons: Provided always, that this rule be applicable only to special meetings, and not to regular meetings but nevertheless, that the vote on any motion put for the first time at a regular meeting may be deferred to the next meeting at the desire of any three members of the Senate present.*

8. *The Summonses shall be issued by the Secretary.*

9. *The order of proceeding shall be:*

1. *The Secretary to read the proceedings of last meeting for confirmation.*

2. *Letters received since last meeting, to be read.*

3. *Notices of intention to introduce Statutes, Rules or Ordinances, or motions relative to the general business of the Senate, to be given.*

4. *Reports of Committees to be read, according to priority of appointment.*

5. *Business remaining since last meeting to be taken up.*

6. *Drafts of Statutes, Rules and Ordinances, to be discussed.*

10. *No member shall speak more than once on any subject, except the introducer of the subject under discussion, who shall be entitled to reply once. Every member, however, shall have the right to explain himself on some material point of his observations, having first obtained the leave of the Senate, and subject to the direction of the Chair.*

11. *No member shall speak on any subject which has not been committed to writing and moved and seconded; or which he does not intend to make the subject of a motion.*

12. *No motion prefaced by a written preamble shall be received by the Senate.*

13. *Every member, whilst speaking, shall address the Presiding Officer; and the members shall not interrupt, by conversation, the proceedings, while the Senate is sitting.*

14. *When the question has been entirely put by the Presiding Officer, no member shall speak on the subject before voting.*

16. *In all unprovided cases, resort shall be had to the rules, usages and forms of the Legislative Council of Canada.**

§ 11. *The full academical habit shall be worn at all open meetings of Convocation; and no member shall attend other meetings without some academical habit to which he may be entitled.*

* Statute of Senate, No. 1.

N.B.—Any of these Rules, as applied to Convocation, may be repealed or changed by that body, under § 10 of Title V.

TITLE VI.
OF PRECEDENCE.

§ 1. *The members of Convocation take rank and precedence in the following order:—*

1. Chancellor; 2. Vice-Chancellor; 3. President; 4. Pro-Vice-Chancellor; 5. Proctors; 6. Professors, according to the dates of their appointments; 7. D.C.L.; 8. M.D.; 9. M.A.; 10. B.C.L.; 11. M.B.; 12. C.M.

§ 2. *The Pro-Vice-Chancellor, whilst discharging the duties of Vice-Chancellor, ranks above the President.**

TITLE VII.
OF QUESTIONS.

§ 1. The terms in which any question is to be brought forward for discussion in Convocation shall be previously settled by the Chancellor or his representative, and the Proctors; and having been read in that form by the Senior Proctor, shall be capable of alteration by the majority of Convocation, with the consent of the Presiding Officer and Proctors.

§ 2. When the terms shall have been settled, the question shall be decided in the affirmative or negative according to the directions of the Statute, contained in Title V. § 6.

TITLE VIII.
OF ADMISSION TO A SEAT IN CONVOCATION.

§ 1. The members of Convocation shall wait upon the Senior Proctor previously to taking their places in the House for the first time.

§ 2. The members shall be presented to the Presiding Officer by the Deans of their respective Faculties; and previously to admission to their seat, shall take the first engagement contained in Title I. before the Junior Proctor, and the third before the Senior Proctor.

§ 3. When these engagements shall have been taken, the Officer Presiding shall admit the person in these words:

“Domine (or Domine Magister or Doctor) ego admitto te in hanc domum Convocationis.”

TITLE IX.
OF GRACES FOR DEGREES.

§ 1. Application for any Grace must be made either to the Senior Proctor, if the degree be that of M.A. or any higher degree, or to the Junior Proctor, if the degree be lower than that of M.A. and by him communicated to the Officer Presiding and the other Proctor, previously to the Convocation in which it is to be brought forward.

§ 2. All candidates for degrees are required to produce the certificate of the President that they are of the requisite standing, and have kept the requisite number of terms,—of the Dean of the Faculty, that they have performed the requisite exercises,—and of the Examiners, that they have passed the required examinations.

* Statute of Senate, No. 12.

§ 3. The member of Convocation who brings forward the Grace shall do it in the following terms:—

“Supplicat Venerabili Domui Convocationis A.B. Scholaris Facultatis Artium (or as the case may be) quatenus omnia compleverit ac præstiterit quæ per statuta requiruntur, ut admittatur ad gradum Baccalaurei in Artibus,” (or as the case may be).

§ 4. When this petition shall have been read, together with the certificates required by the statute, the Proctors or Scrutators (by direction of the Officer Presiding) shall take the votes; and if there be a dissentient vote, the scrutiny shall be repeated, if necessary, until the third time, either on that or some subsequent meeting of Convocation, at the discretion of the Officer Presiding and Proctors, when the question shall be decided by the majority of those present.

§ 5. If the Grace be rejected, the person supplicating shall be disqualified from again coming forward during an entire year.

§ 6. All Graces shall be granted or rejected unconditionally, and without reference to any other proceeding of Convocation.

§ 7. If the Grace be granted, the Proctor shall make the following declaration:

“Hæc gratia concessa est, et sic pronunciamus concessam.”

If the Grace be rejected, the form shall be:

“Hæc gratia denegata est, et sic pronunciamus denegatam.”

TITLE X.

OF CONFERRING DEGREES ON PROFESSORS.

*It is competent to Convocation to dispense with the statutable requirements for degrees in the case of Professors of the University and with their consent to confer on them such degrees as may be conferred on them consistently with the laws of the Province.**

TITLE XI.

OF CONFERRING DEGREES.

§ 1. Every person desirous of being presented for his degree must wait upon either the Senior or Junior Proctor, according to the rank of the degree (as stated under Title IX.), on a day previous to that on which the degree is to be conferred.

§ 2. The precedency of presentation shall be regulated as follows.

The candidate shall be presented by the Dean of the Faculty in which the degree is to be conferred.

§ 3. If there be several candidates for degrees of the same rank but of different faculties, the candidates shall take precedence according to the rank of their respective faculties.

§ 4. If the degree be different, the candidates shall be presented according to the rank of their degrees.

§ 5. If both the degree and the faculty be the same, the seniority of the persons presented shall be the criterion.

* Statute of Senate, No. 13.

§ 6. Each candidate shall be presented separately in the following form of words:

"Insignissime Cancellarie (Vice-Cancellarie or Pro-Vice-Cancellarie), vosque egregii Procuratores, præsentō vobis A.B. Scholarem, (or as the case may be), in Facultate Artium, (or as the case may be), ut admittatur ad gradum Baccalaurei, (or as the case may be), testorque eum, quod ad omnia quæ statuta requirunt, aptum et idoneum esse."

§ 7. He shall then take the engagement of allegiance before the Junior Proctor, and afterwards proceed to the Senior Proctor, before whom he shall take the third engagement contained in Title I.

§ 8. He shall then kneel before the Officer Presiding, and be admitted by him to his degree in the appointed form of words:

"Ad profectum Britannici Imperii Provinciæque, ego, auctoritate mea et totius Universitatis, admitto te in gradum Baccalaurei in Artibus (or as the case may be), licentiamque tibi do omnia ea faciendi, quæ ad gradum istum pertinent."

§ 9. Each graduate, after admission, shall sign his name in the register of Convocation: he shall then retire to the Vestibule, and, having arrayed himself in the full habit of his degree, shall re-enter the Hall of Convocation, make his obeisance to the Officer Presiding, and repair to the place assigned to him.

TITLE XII.

OF ADMISSION AD EUNDUM AND INCORPORATION.

§ 1. Students or graduates of any University in her Majesty's dominions may be admitted respectively to the same or a similar standing, or to the same or a similar degree, on producing satisfactory testimonials.

§ 3. Every graduate admitted by incorporation ranks after all the members of the University, who shall have taken the same degree previously to his incorporation.

§ 4. No graduate can be incorporated, unless he shall have taken his degree in the manner prescribed by his own University.

§ 5. Every candidate for incorporation must wait upon the President with the documents which establish his standing or rank in his own University; which documents shall be examined by him and the Dean of the faculty to which the candidate belongs; and if they find them satisfactory, they shall grant a certificate thereof in the following form:

"We hereby certify that we have examined the documents submitted by N., whose petition for incorporation is before the House of Convocation, and that we regard them as satisfactory evidence that he is (mentioning the standing or degree) in the University of N., [that he has taken the degree in the manner prescribed by the

statutes of his University], and that he is qualified for incorporation in the University of Toronto."

Signed,

_____, President.
_____, Dean of Faculty.

_____, Junior Registrar.

N.B. The words included between brackets shall be omitted when the candidate is not a graduate.

§ 6. It is competent to the officers signing this certificate to ascertain the fact of qualification, should it appear necessary, by examination of the candidate.

§ 7. Every candidate for incorporation shall, before the meeting of Convocation, present, either to the Senior or to the Junior Proctor, (according to his academical rank, as stated under Title IX.) a petition for incorporation, in the following terms:

"Supplicat Venerabili Domui Convocationis A.B. Baccalaureus in Artibus (or as the case may be) in Academia N. creatus, ut admittatur ad eundem (or similem) gradum, statum et dignitatem inter Torontonenses, quibus ornatus est apud N."

§ 8. After the reading of the supplicat and certificate, the petition for incorporation shall be either granted or rejected in the same manner as a grace for a degree.

§ 9. The candidate for incorporation shall be presented in the following form of words:

"Insignissime Cancellarie, (or Vice-Cancellarie, or Pro-Vice-Cancellarie), vosque egregii Procuratores, presento vobis hunc Baccalaureum in Artibus (or as the case may be) in Academia N. creatum ut sit eodem (vel simili) gradu, statu et dignitate apud nos, quibus ornatus est apud suos."

§ 10. He shall then take the first engagement contained in Title I before the Junior Proctor, and the third before the Senior Proctor and be admitted by the Officer Presiding in the following form: "Domine (or as the case may be) ego admitto te in eundem (or similem) gradum, statum et dignitatem hic apud nos, quibus ornatus es apud tuos."

§ 11. Each person, after admission, shall sign his name in the register of Convocation.

§ 12. No petition for the incorporation of a Doctor in any faculty shall be brought forward, without having been previously communicated to the Presiding Officer and Proctors, and the Dean, if any, of his Faculty.

TITLE XIII.

OF DISPENSATIONS.

§ 1. Every person desiring a dispensation for the non-performance of any duty or exercise required for the obtaining a degree in any faculty, must communicate his wish to the Senior Proctor, by whom it shall be communicated to the Presiding Officer and Junior Proctor.

§ 2. Dispensations shall be carried through Convocation in the same manner as graces for degrees.

§ 3. The form of petition is as follows:

"Supplicat Venerabili Domui Convocationis A.B. Scholaris in Facultate Artium (or as the case may be) ut gratiose dispensetur secum," &c.; stating the object and grounds of the dispensation required.

TITLE XIV.

OF PENALTIES.

§ 1. The penalties to which members of Convocation shall be liable are fines, suspension or exclusion.

§ 2. These penalties shall be imposed by the Presiding Officer and Proctors conjointly; and the offences of which these officers shall take cognizance shall be, absence without reasonable excuse, and irregular conduct during any meeting of Convocation.

§ 3. The amount of fine shall not exceed one pound, nor the period of suspension one term, unless with the consent of the majority of members of the House present; which consent shall also be required in every case of exclusion.